

Turning in your projects as electronic files:

Blackboard will be used for turning in all but the final project. In the area *Course Content* you will find the projects and exercises. From there you can upload files to be evaluated.

You may be asked to turn in either .jpg's or .psd (photoshop native files). Below are some guidelines.

File Sizes and Formats

How do you know how big the file is? [Photoshop CS3 tutorial on resizing a file](#)

You can check the size of your file by:

- **Mac:** Control-Click (or right-click w/2 button mouse) the files icon (or name, if in list view), choose "*Get Info*" in the contextual drop-down-menu – the size is listed in upper area of window.
- **PC:** Right-Click the files icon (or name, if in list view), in the drop-down-menu, choose "*Properties*" – File size is listed in the resultant window.
- **In Bridge (or File Browser):** as you highlight a file, the file size shows under "File Properties" or in the metadata panel.

JPEG (.jpg) files: [Photoshop CS3 tutorial on saving as a .jpg and naming](#)

This is a *lossy* file format which uses a compression method that throws out data. Meaning; it is destructive to your image. Always keep a layered PSD or TIFF of an image you have worked on in Photoshop. (Every time you open a JPEG and re-save it, the file degrades.)

- In **Camera RAW** - there is an instructional movie in Blackboard > content area for this procedure. It will create a file size close to what is outlined when resizing in Photoshop. This is the easier procedure if you are new to Photoshop.
- In **Photoshop:** File > Save As, will not strip away the metadata. AVOID "SAVE FOR WEB".
- File Dimension Limits:
 - [Landscape](#) ~ 1500 pixels wide
 - [Portrait](#) ~ 1000 pixels high
- For turning in jpg files; use the "maximum" quality setting

Reducing .PSD file size: IF you have been asked to (.psd is the native extension for a photoshop file)

Photoshop files can be very large. After you have saved a copy of your original file to turn in, please adjust this new **copy** as follows:

- include your layer for sharpening
- If you have many layers, merge any "minor" layers together, so that the layers you turn in will still allow me to see your working process.
- Change the resolution of your file to 72 ppi (screen resolution) by using the *Image > Image Size* command. Be sure to choose *Best for Reduction*
- Please limit your turned-in *File Size* to 10 MB, unless directed otherwise.

Naming a File • Files you turn in will *ALWAYS* have your name at the start.

If your name is "John Doe," name your file `j_Doe.jpg` Or, if your name is "Peggy Jones," `p_Jones.jpg`

Always include the proper file extension – (.jpg) or (.psd) at the end.

See specific exercise or project pages for the descriptor that follows your name. e.g. `j_Doe_direct.jpg`

Turning in Multiple Files on Blackboard:

- Name your image files as directed.
 - Place your images in a folder and name the folder with your *jDoe* and any other info as directed on the project page.
 - **Archive or Zip** the folder into a single unit.
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Archiving files creates a copy of the items in a single compressed file (often) with an extension of .zip. Archived files take up less disk space than uncompressed files, so archiving is useful for making backup copies of your data and sending information over the Internet.

Archiving or Compressing files on Macintosh computers.

1. If you have more than one image file:
 - Name files with your *jDoe*, then append with sequential numbers, or as directed.
 - Place your images in a folder and name the folder with your *jDoe*.
2. Select (highlight) this new folder, or your single file.
3. From the menu at the top of your Macintosh, Choose *File > Create Archive* or *File> compress* (depending upon the version of your operating system.)
4. This will create a single Zipped file named *jDoe.zip*, that you may upload in Blackboard.

Archiving or Compressing files on Windows XP computers.

1. Follow naming conventions of individual files
2. Right-Click on the selected files and choose "*Send To*" > "*Compressed (zipped) Folder*"
 - This may also be accomplished from the "*File*" > "*New*" menu, if available
3. Re-Name the resulting compressed folder with your "*jDoe.zip*" – **be sure .zip is the extension**
4. This archived file is now ready to be uploaded in Blackboard.

Always keep originals of your files for yourself as a back-up, and to print from.

[2 page PDF](#) (for printing or reference)